ABOUT THE OKLAHOMA CENTER FOR NONPROFITS

Recognized as a national leader among statewide service organizations, the Oklahoma Center for Nonprofits prides itself on providing valuable services and expert training statewide. We offer professional courses on the following topics:

• Board Governance
• Executive Leadership
• Fundraising and Resource Development
• Financial Accountability
• Ethics and Legal Issues
• Communications and Marketing
• Management Best Practices
• Outcomes Measurement
• Community Improvement
• And much more

Training options include on-site sessions in Oklahoma City, Tulsa and other locations, as well as online learning opportunities, such as virtual courses, webinars and recorded sessions.

For more information, email training@okcnp.org or call (405) 463-6886.
Employee engagement significantly affects employee retention, productivity and loyalty. Therefore, it is also a key determinant of client satisfaction and agency reputation. What do staff members typically think is important to satisfaction (and eventually engagement)? When considering employment, simply put, people focus on three things: wages, benefits and potential for growth. Thus, training and development is a critical piece to the talent management picture. To keep our high performers and build a staff that is engaged, committed and driven to complete the mission, we must provide opportunities for professional development.

Organizations that invest in effective training and development strategies tend to achieve long and short term benefits. However, the biggest challenge to employee training is influencing managers to prioritize it by making sure staff has time to pursue opportunities to develop. About one-third of organizational decision makers claim that insufficient budget is a hindrance to adapting effective learning programs. In 2019, spending on training and development reached $370 billion, with an average of $1,286 spent per learner. Yet, 1 in 2 U.S. companies does not provide formal training for their staff, which literally adds to risks around sustainability and survival. All the while, quit rates are higher than normal and 57% of workers are actively open to new opportunities.

Our Programs team focuses on providing the environment for our members to explore maximum organizational, personal and professional growth using education, leadership development and technical competency training. Our courses are taught by recognized experts through a unique curriculum that is developed, acquired, maintained and refreshed to consistently apply the best practices for the nonprofit sector. To equip nonprofits to achieve excellence in their missions, we serve as the Learning and Development wing for your organization so that the incredible staff and volunteers who serve our state’s sector can avail themselves of affordable leading edge professional development.

As you approach your next budget season, strategize about building engagement, prioritize staff professional development and challenge yourselves to think differently about how we cultivate our internal potential for growth and success. When you are ready to invest in your team, we are happy to facilitate those opportunities through a leading edge learning catalog, space for community, design and content focused on individual learners, and a promise to be the learning arm for your organization through up-to-date best practices based learning.
Thank you to all of our donors who make our programs possible. For a complete list of The Center’s donors, visit www.okcnp.org.

The Oklahoma Center for Nonprofits is recognized by SHRM to offer Professional Development Credits (PDCs) for the SHRM-CP® or SHRM-SCP®.
In an effort to make our core courses available to every nonprofit in the state of Oklahoma, they are presented with Zoom and in-person options. On-site, in-person training is provided primarily at our facilities in Oklahoma City and Tulsa. Check course listings for additional information or contact us at training@okcnp.org.

### LOCATIONS IN OKC AND TULSA

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<tr>
<th>Chesapeake Community Plaza</th>
<th>Legacy Plaza</th>
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<tr>
<td>W Wilshire Blvd.</td>
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<td>NW 63rd St.</td>
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<tr>
<td>720 W. Wilshire Blvd., Suite 115 Oklahoma City, OK 73116</td>
<td>5330 East 31st Street, Suite 200 Tulsa, OK 74135</td>
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### SCHOLARSHIPS

Thanks to the generosity of our donors, The Center is able to offer scholarships to our member organizations. Partial scholarships are available for membership, trainings or consulting fees. We want to ensure our services are available to every nonprofit. If your organization would like to apply for a scholarship, please visit the how-to page on our website at okcnp.org/how-to-scholarship for more information on the application process.

Scholarship acceptance emails containing award information, donor information and a link to an adjusted invoice are typically sent at the end of each week after the Scholarship Committee meets. If you have any additional questions not addressed on the website instructional page, please contact Debra Hull at dhull@okcnp.org.
For descriptions and full schedules for each course, please see the course description on the indicated page. All courses are subject to change and availability. The courses listed are our core courses. Additional courses are typically added throughout the season. Please check [www.okcnp.org/calendar](http://www.okcnp.org/calendar) for the most up-to-date schedule and location.

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<td>Certificate in Fundraising Management*</td>
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<td>Grant Writing Summit</td>
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<td>Aug. 11</td>
<td>The Partnership</td>
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<td>Aug. 17-18</td>
<td>Standards for Excellence</td>
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<td>Aug. 23</td>
<td>Program Evaluation</td>
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<td>Effective Public Speaking</td>
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<td>Aug. 30</td>
<td>Boot Camp for Boards</td>
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<td>Aug. 31</td>
<td>The Compass Group*</td>
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<td>Standards For Excellence Summit</td>
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<td>Sep. 14</td>
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<td>Nonprofit Management Cert. Fundamental*</td>
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<td>Human Resources Summit</td>
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*Multi-session course: For a list of all sessions associated with this course, please see the course listing on the indicated page.
In addition to the regular staff members listed above, The Center often offers courses taught by experts and other professionals from across the state and the nation.

**OUR TRAINERS**

**JANETTA CRAVENS**
**VICE PRESIDENT OF PROGRAMS**
Janetta is a mentor, leader, instructor and analyst who believes in every person and organization with whom she works. Janetta is a BoardSource certified trained consultant in board governance and a licensed consultant with the Standards for Excellence program. She is also a member of the Standards for Excellence Council for the national Standards for Excellence Institute.

**KIM LEVERIDGE, PH.D.**
**SR. DIR. OF LEARNING & PROFESSIONAL DEVELOPMENT**
“Able to start a bonfire from kindling,” Kim intuitively identifies what needs to be done and finds ways to do it. She is an authority on organizational leadership and effectiveness, with expertise in strategic execution, management of work teams, executive coaching, research and analysis, and design and delivery of workshops and programs. In addition to providing leadership and consulting expertise across nearly all industry sectors, Kim has an extensive CV of scholarly articles and research presentations at industry conferences.

**JESSICA MANRY, PH.D.**
**LEARNING & CONSULTING SENIOR MANAGER**
Jessica is a Tulsa native who values the indispensable work nonprofits do in Oklahoma. Her current role at The Center allows her to combine her abiding passions—facilitation, learning, and engaging community change work—on a daily basis. She thrives on the “aha” moments in learning environments that can legitimately shift the direction of someone’s thinking or make their work in the community more powerful.

**DJ THOMPSON**
**NONPROFIT CONSULTANT SENIOR MANAGER**
DJ is a Standards for Excellence licensed consultant and served as a professional trainer for The Center, teaching the Standards for Excellence in the early stages of its implementation in Oklahoma from 2007-2009. She is a certified as a Nonprofit Management Professional by The Center and is a graduate of the OSU Spears School of Business Executive Leadership Program.
Standards for Excellence® is a nationally accredited curriculum that teaches best practices for nonprofit management, governance and legal compliance. The published Standards for Excellence: An Ethics and Accountability Code for the Nonprofit Sector identifies six major areas of nonprofit governance and management, which contain 27 different topics. Each topic includes specific benchmarks and measures that provide a structured approach to building capacity, accountability and sustainability in your organization.

Organizations taking Standards for Excellence for the first time are encouraged to send two people, preferably the organization’s Executive Director and Board Chair, to each of the four training sessions. After a member organization pays for Standards of Excellence, additional employees can take the course for $350 per person.

The Standards for Excellence certificate of completion awarded to the organization is valid for five (5) years and must be renewed at the end of that term to remain active.

"Standards for Excellence is a necessity for anyone who wants to be well versed and successful at running a nonprofit organization. This course identifies 6 major areas of nonprofits and will provide resources needed for me to be able to sustain my organization and provide quality care to the community. The course helps me to stay compliant with the policies and regulations needed to run a safe and secure facility. The scholarships awarded to my organization will give me the longevity needed to be able continue the process in running my own nonprofit that is geared towards helping female teens.”
This condensed format course is intended for organizations who have already completed their full Standards for Excellence organizational training and received a five-year certification of completion. Standards Summit assists organizations in advancing their commitment to best practices by onboarding their staff and board members on an individual basis—or refresh their own understanding of the Standards for Excellence.

This one-day course is not a replacement for the full Standards for Excellence series and does not qualify for a certificate of completion.

### Standards Summit

**Time**: 9:00 a.m. - 4:00 p.m.  
**Price**: $700 Regular Price, $350 Member  
**Dates**: Sep. 1 (OKC), Nov. 9 (Tulsa)

### Bridge to Excellence

This 10-session, peer-cohort experience prepares organizations to apply for accreditation in the nationally-recognized Standards for Excellence program. Participants receive peer and instructor based coaching on improving their policies and practices, ensuring they’re in line with the Standards for Excellence curriculum. Fully-accredited organizations are recognized as leading examples of nonprofit ethics and accountability and may use the Standards for Excellence seal on their materials and Candid/Guidestar profile.

This course is recommended for Executive Directors, Board Members, Director of Operations, Program Directors or other senior level managers responsible for operationalizing standards throughout their organization who are interested in applying Standards for Excellence benchmarks deeper in their organization or applying for accreditation.

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**Time**:  
**Price**: $3,000 Regular Price, $1,500 Member  
**Start Date**: Sep. 7 (Zoom)
Do you want to be the standard bearer? Accreditation through the Oklahoma Center for Nonprofits provides a way for organizations to demonstrate that they are going beyond the minimum legal requirements of local, state and federal regulations. It shows that an organization is committed to raising the level of principled and responsible practices within the nonprofit sector. Accreditation in the Standards for Excellence is a model for organizations to implement throughout their operating plans so they can gain a deeper understanding of their effectiveness, improve their decision-making and minimize risks. Nonprofits that adhere to this model—and become formally accredited under the Standards for Excellence code—earn the right to display the Seal of Excellence throughout their organization.

For more information about achieving Standards for Excellence Accreditation, visit www.okcn.org/accreditation.
This dynamic and engaging summit provides nonprofit boards a collaborative atmosphere to learn about board development, governance and fundraising. It’s ideal for new and evolving boards alike and is customized to meet your current needs. This summit is led by nonprofit experts in a welcoming format, where participants can ask questions and learn best practices on a variety of board topics, including why we have boards, their legal responsibilities, recruiting and succession planning, creating a high functioning board and supporting a great mission through fundraising.

JUSTIN DAVIS
BRIGHT SKY MINISTRY

"The Center’s scholarships allowed our growing organization to attend board education classes that otherwise we might not have been able to participate in with our limited budgets. These classes were phenomenal in focusing our board on the next steps and gave us insight on how to grow and lead well.

ADDITIONAL COURSES

OKCNP offers a variety of courses throughout the year in addition to our traditional core courses. Courses are continuously updated and added, so please check www.okcnp.org/calendar for the most up-to-date listing. Here are some of the additional courses we typically offer:

- Change Management
- Program Evaluation
- Cultural Consciousness
- Effective Public Speaking
- Team Building Summit
- Sponsored Webinars
Workplace coaching is an innovative way for managers, HR professionals and leaders to enhance the performance of their staff, teams, volunteers and organizations, as well as themselves.

If you’ve had a coach or participated in a coaching exercise in either of The Center’s Nonprofit Management Certification programs, you know the powerful support that coaching brings to a work environment. Coaching provides insight for you and your relationships because it creates a space for everyone to truly excel.

Leaders who bring a “coach approach” can help reduce employee burnout, improve organizational culture and ensure that employees meet goals at the same time that they become more self-reliant. Incorporating coaching practices into the workplace also builds more competent and inclusive teams that work better together.

Interested in Coaching?

Join The Center’s certified coaches in one of our cohort courses to practice, experience and apply workplace and executive coaching.

- The **Embark Coaching Academy** is a series of five half-day sessions (9 a.m. - 12 p.m.), focused exclusively on coaching. The course meets approximately once every week to two weeks for one month.

- **Nonprofit Management Certification: Fundamental** is a series of six full-day sessions, with a full day dedicated to coaching. The course meets once a month for six months.

- **Nonprofit Management Certification: Professional** follows the same model as NMC: Fundamental, with coaching skills spread throughout sessions.

For more information, visit our Training Calendar at [www.okcnp.org/calendar](http://www.okcnp.org/calendar) or reach out to the Training Team at training@okcnp.org.
Leadership development is a never-ending process of self-examination, reflection, feedback, learning and coaching. The Compass Group is for executive directors and CEOs who are ready to take their performance to the next level. Designed as a peer-learning group, the cohort fosters collaboration, mentorship and advice among members as they navigate the difficult landscape of nonprofit leadership together. This course includes an executive assessment and 6 coaching sessions, and provides a confidential space to process ideas, think creatively, seek solutions, deepen knowledge base and build relationships. The goal is to provide group members with:

- A greater sense of security in decision making
- Masterful problem solving
- Advice and counsel, especially concerning tough situations
- Strategy and direction for their individual key initiatives
- More effective delegation and staff management techniques
- Networking foundation and best practice resources
Leadership can be taught, fostered, developed, improved and advanced. If you have a shining star in your organization who is ready to further hone their ability to lead others, this course acts as a professional development accelerator. Navigators is a high-impact peer-cohort experience for mid-to-senior level managers, with the goal of providing group members with tools and resources to:

- Work out how leadership principles apply to daily life and work of leading in their organization.
- Teach others concepts and lessons from the curriculum to build up their teams.
- Self-regulate their own behaviors in leadership, with a clearer understanding of strengths, stress response and what motivates their ability to succeed.
- Experience the supportive environment of peers and colleagues who problem-solve and help each other.

This course includes an executive assessment and 6 coaching sessions.

*SUSAN BOHL
OKIE811 | OKLAHOMA ONE-CALL SYSTEM, INC.

“I have found the educational offerings provided by the Oklahoma Center for Nonprofits Training Department to be extremely effective, not only for me, but for my team and my board. With the variety of educational offerings they provide, I highly recommend executives and their team members attend sessions in their field of influence. It’s a great value for the money.”
As a nonprofit manager, you’re carrying a heavy load on your shoulders. Nonprofit Management Certification can help develop leadership and supervisory skills to be more effective in your current role, while also preparing you for career advancement. Throughout six sessions, participants will learn new concepts, discuss and network with their peers, problem solve existing issues in their organization, gain confidence in decision making, and develop insight into their own strengths and skills.

Topics covered in this course include, but are not limited to: Understanding nonprofit finances, working effectively with a board, staff coaching and mentoring, fine-tuning HR practices, and working to build a diverse workplace.
NONPROFIT MANAGEMENT CERTIFICATION: PROFESSIONAL

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DATES (ALL ON ZOOM)

- Oct. 5*
- Nov. 2
- Dec. 7
- Jan. 4
- Feb. 1
- Mar. 1

*This is a multi-session course. Participants cannot join after the first session (Oct. 5).

Course prerequisite: Nonprofit Management Certification: Fundamental

Designed as the next step for those who have completed our Nonprofit Management Certification: Fundamental, NMC: Professional runs for 6 sessions and covers next-level nonprofit management topics. As nonprofit leaders build their careers, they are often driven to find ways to increase the efficiency and effectiveness of their organizations. Likewise, the ability to demonstrate and implement best practices and improve work culture become more important as managers take on deeper leadership roles.

This program will help you grow professionally, apply a broad skill set to advance your nonprofit’s mission and succeed as a talented leader.

Topics covered in this course include, but are not limited to: program evaluation, mentoring and developing staff, project management, and other topics to elevate your skills for the future.

BRITTANY HUSSAIN
LEAH’S HOPE

“One of the most valuable benefits for Leah’s Hope has been the option to apply for scholarships for classes and trainings. Being a younger and smaller organization, our budget is primarily focused on programming costs and delivering services to our participants. Scholarships have allowed us to gain valuable insight and direction while networking with amazing individuals and organizations across the state through trainings that we would not have been able to participate in otherwise. We are so grateful for the generosity of the Oklahoma Center for Nonprofits and the donors that make these scholarships possible.”
The Embark Coaching Academy is a series of five (5) half-day sessions designed for managers, HR professionals and leaders who want to provide workplace coaching to enhance the performance of their staff, teams, volunteers and organizations, as well as themselves.

If you’ve had a coach or participated in a coaching exercise in either of The Center’s Nonprofit Management Certification programs, you know the powerful support that coaching brings to a work environment. Coaching provides insight for you and your relationships because it creates a space for everyone to truly excel. Leaders who bring a “coach approach” can help reduce employee burnout, improve organizational culture and ensure that employees meet goals at the same time that they become more self-reliant. Incorporating coaching practices into the workplace also builds more competent and inclusive teams that work better together.

Nonprofit management is collaborative by nature, as executives must work hand-in-hand with the board chair to provide the leadership and guidance needed for a nonprofit to reach its full potential.

The Center offers this unique and limited class each quarter to provide executives and board chairs an opportunity to set the framework for their partnership and learn how to best support one another. Whether you are a new or established leadership team, this seminar provides practical guidance for navigating your unique partnership.
In partnership with The Fundraising School, part of the IUPUI Lilly Family School of Philanthropy, and underwritten by generous sponsors, this four-course program includes 24 sessions instructed by experts in the field of fundraising and philanthropy. Individuals who complete this certification will receive the gold standard of fundraising training, demonstrating a commitment to effective and ethical fundraising leadership.

The application period for the Fall 2022 edition of this course is closed, but keep an eye out for the chance to apply in Spring 2023 for the next session.

This intensive 6-hour session covers all the bases on grant writing, including an overview of philanthropy and funder types in Oklahoma. This session includes an opportunity to workshop a portion of your own grant story, as well as tools and resources to streamline your grant management process.

Topics include: current trends in philanthropy; how to research and build relationships with funders; writing your grant narrative; preparing a budget; how to have difficult conversations with funders; and much more.
Being passionate about our work is not a problem the nonprofit sector faces and is a powerful tool for creating effective change in our communities, but what happens when passion becomes a little obsessive and starts to control how we relate to our job and find balance in it? In their article, “Why Being Passionate About Your Job Isn’t Always a Good Thing,” Taha Yasseri shares that when your occupation and related issues take a central role in your life, disengaging with work—even when things are running smoothly—becomes difficult. Over time, that inability to disengage and take breaks leads to burnout, stress and exhaustion. Throughout the pandemic and related concerns affecting the world, chronic stress has become a major issue in the workforce. The world has turned to self-care and increased vacation time to stem the tide of burnout. While these tools can help people feel refreshed, they do very little to actively prevent burnout.

Unfortunately, there is no one-size-fits-all solution to chronic stress, because the causes of burnout are many and varied. What we do know is that organizational and policy changes can be effective in reducing burnout among staff. Workload, lack of control and lack of recognition are all major contributors to burnout and can be addressed through organizational change, policy and structure. In the nonprofit sector, creating a culture that encourages balance and sets expectations around self-care can help prevent employees from making the transition from passionate to burnt-out. Don’t praise someone for joining staff meetings while on vacation—praise them for taking their PTO and creating balance in their lives. As a nonprofit leader, setting the example yourself is important to creating that culture. The long-held leadership adage “first to arrive and last to leave” is more harmful than helpful and teaches employees that, in order to succeed in their careers, they have to prioritize work over everything else.

Now, the news isn’t all bad. Having a strong organizational values system and staff who relate to those values can prevent burnout. Hopefully, this is something your organization already excels at. Additionally, having a purpose for your work can lead to longevity and well-being for both your staff and your organization. As a nonprofit organization, finding your purpose shouldn’t be difficult, but staying connected to it can be. Whether they are working directly with clients, developing resources, doing administrative work or sorting donations in the back, your employees are all there for the same reason: They believe in your mission. As a leader, find ways to engage your entire staff around the mission—not just the “programs people.” Volunteering with another organization or agency, inviting (and actually listening to!) feedback on programming, or even just meeting with clients once in a while can help employees reconnect with their purpose and see how the work they are doing helps achieve it. Just remember, before you add something to their plate—even if it is dessert— you have to create space first.
LEAD THROUGH ADVOCACY

Your mission matters. Nonprofit advocacy is a critical element to achieving success in your mission. This course walks you through how to harness the power of policy to achieve your mission.

Lead Through Advocacy is designed to give you the information you need to help you take action. This program includes specific guidance around the needs and experiences of executive directors and board members from small- and medium-sized organizations and also includes resources for larger nonprofits, particularly those with advocacy staff.

Lead Through Advocacy reflects the experiences of Oklahoma advocacy and the preparations needed to be ready for advocacy, provides guidance for planning your advocacy activities, illustrates ways to collaborate with other organizations to strengthen advocacy efforts, explains how and when to show up, and provides tricks for enhancing communication with stakeholders and going upstream to tackle the hardest problems we face.

Join us for Lead Through Advocacy and learn how to harness the power of policy to achieve your mission.

NONPROFIT SECTOR CONNECTIONS

Join us on Zoom the first Wednesday of every month from 10:00 - 11:00 a.m. for an update on what’s happening in the Oklahoma nonprofit sector.

Visit www.okcnp.org/sector-connections to register, watch previously recorded Sector Connections or download resources.
HUMAN RESOURCES SUMMIT

The effects of “The Great Resignation” continue to be felt in organizations across all sectors. This summit focuses on employment issues that can help you build a strong and motivated staff. Find ways to increase employee engagement, improve organizational efficiency and execute best practices. Topics include: performance management; diversity, equity and inclusion; learning and professional development; recruitment; and more.

MARKETING SUMMIT

Whether you’re a new Communications Manager learning the ropes or a seasoned Executive Director looking for new ideas, this summit can provide you with a solid foundation for nonprofit marketing practices. We’ll discuss how to identify target audiences, develop promotion strategies and engage your audience. Instructors will also cover content curation, social media and analytics, the Google Ad Grant, building a compelling story about your organization, and more.
JOIN OKLAHOMA’S LARGEST NONPROFIT NETWORK

We work to inform, educate and advocate on your behalf. You have a say in what happens through our advocacy efforts.

Join the largest nonprofit network in Oklahoma, with more than 800 member organizations. Attend networking events, including our annual Members’ Meeting.

Discounts on goods and services, including training, job postings and vendor offers, help your nonprofit succeed.

Enroll in free and discounted training opportunities, like The Partnership and Nonprofit Management Certification, designed for nonprofit professionals.

Your success is our success. Through programs like Standards for Excellence and SkillSpark, we help nonprofits become more effective.

Get exclusive access to special members-only events and offers, including vendor access and exclusive networking sessions.

For more information, visit www.okcnop.org/join or contact Autumn Garrett, Director of Membership, at agarrett@okcnop.org or (405) 463-6632.
UPCOMING EVENTS

Sep. 15, 2022  Members’ Meeting
Nov. 29, 2022  Visions
Spring 2023  Nonprofit Law and Finance Conference
Spring 2023  Regional Symposium
Apr. 22, 2023  ONE Awards

Oklahoma City
720 W. Wilshire Blvd., Suite 115
Oklahoma City, OK 73116

Tulsa
5330 East 31st Street, Suite 200
Tulsa, OK 74135